

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
EDUCATIONAL ASSISTANT (PA 12-40 COORDINATOR)  
(PL 16, non-tenure track position)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$2,060.30 bi-weekly, plus excellent medical insurance, retirement and related fringe benefits.

**APPLICATION DEADLINE:** October 26, 2015

**ANTICIPATED DATES: November 2015 through June 23, 2016**

This will be a special appointment of limited duration, which may be extended depending upon performance, college need and availability of funding.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a related field in addition to one to four years of related experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

The PA 12-40 Coordinator collaborates and coordinates with internal and external partners to provide support for developmental and transitional students to improve proficiency in a specific subject area such as mathematics, or reading/writing in accordance with PA 12-40. The PA 12-40 Coordinator is responsible for providing the assistance needed by the College's students to assist them in attaining academic achievement commensurate with their capabilities through effective performance in the functions of liaison, data collection and analysis, budget management and submission of reports.

**Application Instructions:** For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2175/Educational-Assistant-PA-12-40-Coordinator>

This appointment is for a non-permanent position. If a search for a permanent position is conducted, the college will recruit for the position and candidates may apply at that time.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act of 1986 (IRCA).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.